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# KNOWLEDGE-BASED INTEGRATED SUSTAINABLE AGRICULTURE AND NUTRITION (KISAN) PROJECT

YEAR ONE ANNUAL REPORT — FEBRUARY 14, 2013 – JUNE 30, 2013  
CONTRACT NUMBER AID-367-C-13-00004

**February 14, 2013 – June 30, 2013**

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**Acronyms**

AFN	Antenna Foundation Nepal
AFSP	Agriculture Food Security Project
AMPC/CC	Agriculture Marketing Planning Committees/ Collection Center
ANCC	Agriculture and nutrition coordination committee
AWP	Annual Work Plan
CEAPRED	Center for Environmental and Agricultural Policy Research, Extension and Development
CHD	Child Health Division
CiL	Central Insecticide Laboratory
COP	KISAN Chief of Party
COR	USAID/Nepal/Contracting Officer's Representative
CRSP	Collaborative Research Support Programs
CSISA	Cereal Systems Initiative for South Asia
DADO	District Agriculture Development Offices
DC	District Coordinators
DDC	District Development Committee
DEPROSC	Development Project Service Center
DG	Director General
DHO	District health office
DIP	Detailed implementation plans
DPHO	District Public Health Offices
DSR	Direct Seeded Rice
DWASDO	District Water and Sanitation District Sub Division Office
EHA	Essential hygiene actions
EIG	Education for Income Generation

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ENA	Essential nutrition actions
EOI	Expression of interest
FCHV	Female Community Health Volunteers
FtF	Feed the Future
GAFSP	Global Agriculture Food Security Project
GESI	Gender and social inclusion
GHI	Global Health Initiative
GON	Government of Nepal
HMRP	Hill Maize Research Program
HVAP	High Value Agriculture Project
IDE	Integrated Development Environment
IEE	Initial Environmental Examination
IPM	Integrated Pest Management
MIT	Micro Irrigation Technology
MOAD	Ministry of Agriculture Development
MOHP	Ministry of Health and Population
MOU	Memorandum of Understanding
MPC	Market Planning Committees
MUS	Multiple Use of Water Systems
NARC	Nepal Agriculture Research Council
NEAT	Nepal Economic Agriculture and Trade Program
NEWAH	Nepal Water for Health
NPC	National Planning Commission
NPCS	Nutrition Promotion and Consultancy Services
OCAT	Organizational Capacity Tool
ODF	Open defecation-free
PAF	Poverty Alleviation Fund

PERSUAP	Pesticide Evaluation Report and Safe Use Action Plan
PPP	Public private partnership
RD	Regional Director
SIMI	Smallholder irrigation and Market Interventions
USAID/Nepal	United States Agency for International Development in Nepal
VDC	Village development committee
WASH	Water and Sanitation for Health
WB	World Bank
WI	Winrock International

## INTRODUCTION

The United States Agency for International Development in Nepal (USAID/Nepal) awarded Winrock International (WI) a contract on February 14, 2013 for the Knowledge-based Integrated Sustainable Agriculture and Nutrition (KISAN) Project. This project is a part of the Global Presidential Initiative, Feed the Future (FtF), and is the flagship food security project of USAID/Nepal/Nepal. The Project's overall goal is to sustainably reduce poverty and hunger in Nepal by achieving inclusive growth in the agriculture sector, increasing the incomes of farm families, and improving nutritional status, especially of women and children. The project is implemented in collaboration with five Nepali organizations as subcontractors: Antenna Foundation Nepal (AFN); Center for Environmental and Agricultural Policy, Research, Extension and Development (CEAPRED); Development Project Service Center (DEPROSC); Nepal Water for Health (NEWAH); and Nutrition Promotion and Consultancy Services (NPCS). During the first year, the project will work in ten districts in the Bheri and Rapti Zones of the Mid-Western Development Region. This multifaceted project will integrate agriculture and nutrition in order to increase agricultural production and incomes, and improve the nutritional status of women and children under the age of five.

As per the contract (Section C.4.8.8 and F.4), Winrock must submit an annual progress report 30 days after the end of the first year. The annual progress report describes the accomplishments as compared to the targets and work plan. This first annual report covers the period between February 14 (beginning of the contract) and June 30, 2013, the end of Year I, as per the recent modifications to the KISAN contract received from USAID/Nepal on June 28, 2013. Given this report only covers start up, and precedes the annual work plan, we are not including discussions about the component activities. This report includes information on management issues, administrative problems or problems with collaborating or implementing partners, major challenges and constraints faced during the performance period. Field activities began in June with the arrival of field staff, the majority of field staff will start in July/August. Anticipated future problems, delays, or conditions that may adversely impact implementation of the program, information on security issues, information on environmental compliance, and prospects for the next year's performance are also presented.

## SUMMARY OF YEAR I ACTIVITIES AND CHALLENGES

Winrock was awarded the KISAN Project in February 2013, and immediately began mobilization. This five-month Year I period has largely focused on start-up activities, contract deliverable documentation, and clarification of contract deliverables with USAID/Nepal, especially pertaining to the Component B approach.

Winrock received an amendment document from USAID on 5 June, 2013, suggesting modifications to KISAN's baseline, Component B implementation, a revised cost estimate, and a changed reporting calendar among other items. Winrock has since deferred the submission of the Annual Work Plan (AWP), as requested by USAID, to allow discussions on the new Component B proposal, and to integrate the final approach into the planning document. The Component A approach remains as per

the KISAN Contract, with no major changes. A preliminary YI Annual Work Plan had already been drafted prior to the arrival of the amendment document on June 5. Since this document presents a comprehensive framework of the Component A activities that are unlikely to be affected by the modification document, KISAN used the draft AWP as the basis for developing the Component A parts of the Detailed Implementation Plans (DIPs) for the ten YI mid-west districts

As of the end of June 2013, most the administrative and core technical staff has been hired in Kathmandu, Nepalgunj, and in the initial 10 districts. Many of those hired have transferred from the recently completed Education for Income Generation (EIG) and Nepal Economic, Agriculture, and Trade (NEAT) projects. As requested by USAID/Nepal, Winrock coordinated its hiring with NEAT so as not to disrupt the closure of either program. KISAN has hired a total of 58 staff: 41 from Winrock; five from CEPREAD; two from NPCS; five from NEWAH; and four from DEPROSC.

During the first five months of the project, Winrock has:

- Worked with USAID/Nepal to gain the approval of all subcontractors.
- Secured office space in Kathmandu, Nepalgunj and all mid-western districts (Banke), Bardiya, Surkhet, Dailekh, Jajarkot, Dang, Salyan, Rukum, Rolpa, Pyuthan.
- Established project financial and administrative systems. Established rapport, points of contact (POC) to facilitate coordination with, and conduct formal introductions with the Government of Nepal (GON)'s Ministry of Agricultural Development (MOAD) and Ministry of Health and Population (MOHP). Winrock has briefed the government about the FtF concept prior to the award, and has continually updated relevant Ministries about the KISAN approach since March 2013.
- Submitted agreed upon start-up documentation deliverables as per contract.
- Embarked on strategy to align with the Agriculture and Food Security Project (AFSP) in overlapping, as well as, non-overlapping districts.
- Discussed change in contract and prepared proposed changes with budget to USAID/Nepal/Nepal.

## COORDINATION AND COLLABORATION

### GON

KISAN liaises closely with the Government of Nepal (GON) Ministries and Departments at national and field levels. USAID/Nepal has requested KISAN work directly with the GON. Winrock expects to maintain close relations principally with the MOAD, as in the earlier EIG and the Smallholder Irrigation and Market Interventions programs (SIMI) through primarily a supportive advisory role. As part of its Forward activities, USAID/Nepal is calling for even closer ties to government with the GON at all levels in planning and program implementation. This shift requires more time and more people involved in

working with the government than in previous programs or as originally planned. This is especially true for Component B where the main nutrition change agent for the program will be from GON's cadre of female community health volunteers (FCHV).

Through multiple meetings and discussions, KISAN is establishing rapport and relations with the GON. Since April, KISAN has conducted close to 100 formal and informal discussions with the GON's Ministry of Agricultural Development and the Ministry of Health and Population. Major activities with the GON include:

- Full briefing to the GON at district, regional and national levels about the project.
- Officially introduced KISAN to the MOAD on 23 April, 2013. KISAN's first meeting with the MOHP was held mid-June 2013.
- Requested point of contacts (POC) from relevant ministries. The MOAD POC was appointed on 24 May, 2013 while the MOHP POC was appointed on 9 June, 2013. There are several POCs for the Ministry of Agricultural Development at various levels: Mr. Ram Prasad Pulami Joint Secretary is the POC for overall co-ordination with USAID supported programs; Mr. Mahendra Nath Poudel, is the specific POC to co-ordinate for KISAN at the Ministry of Agriculture level; and Mr. B. B. Hamal, Deputy Director, General Planning for coordination at the Departments of Agriculture level. In the Ministry of Health and Population, Mr. Raj Kumar Pokharel, Chief of Childhood Nutrition Section is the KISAN point of contact.
- Establish a National Advisory Committee for KISAN that includes senior Ministry and Department personnel.
- Facilitating a joint launch of KISAN with the World Bank supported AFSP program with the MOAD and MOHP. The event will include the Minister of Agricultural Development, the Vice-Chairperson of the National Planning Commission (NPC), the Secretaries of both Agriculture and Health, the Country Manager of the World Bank, and the US Ambassador to Nepal to attend.
- Facilitating an inception workshop in Nepalgunj to garner regional and district level Agriculture and Health support. This program was conducted in conjunction with the FtF supported Integrated Pest Management–Innovation Laboratory (IPM-IL). Staff has arranged for the Joint Secretary of the MOAD, the Director General of Agriculture and Deputy Director General (DDG) of the Department of Agriculture (DOA), the Regional Directors of Agriculture and Health of the mid-west, concerned District Agriculture Development Offices (DADOs), District Public Health Offices (DPHOs), private sector, and others to attend.

## **USAID/NEPAL'S FTF AND GHI PROJECTS**

During the past five months, KISAN staff met with leaders of USAID/Nepal's other Feed the Future (FtF) and Global Health Initiative (GHI) projects and Climate Change programs to share information about the projects objectives and geographic coverage and to explore ways to collaborate. KISAN staff has established close coordination with the other USAID/Nepal-funded programs working in the FTF



region, including Sajhedaari Bikaas, Health for Life, Hariyo Ban. The Chief of Party's (COPs) have established monthly program coordination meetings to share information about their programs and identify ways to build on USAID/Nepal's investments. KISAN is closely coordinating with other FtF programs such as the Integrated Pest Management –Innovation Laboratory (IPM-IL), Horticulture-IL, and the Cereal Systems Initiative for South Asia (CSISA) projects. KISAN and CSISA have carried out joint visits to field sites.

As per the contract, KISAN is to base nutrition and sanitation messages on existing behavior change communication material developed by the Suaahara project. KISAN is reviewing the Suaahara materials.

## **AGRICULTURE FOOD SECURITY PROJECT (AFSP)**

As instructed by the MOAD and USAID/Nepal, KISAN will carry out project activities in close cooperation with the World Bank-funded Agriculture and Food Security Project (AFSP) as both programs will undertake activities in 11 mid-hill districts. The programs have similar agriculture and nutrition targets and need to ensure they will not be working in the same Village Development Committees (VDCs). Multiple meetings and discussions have been required to ensure this level of coordination. The COP organized three meetings with AFSP, USAID/Nepal, in addition other meetings were held with the MOAD, World Bank (WB), the AFSP Project Director and other team members to gain an understanding of their district coverage, their technical approach, and to ensure duplication does not occur. Due to our shared districts KISAN is continuing frequent meetings and communications with the WB, GON/AFSP, and USAID/Nepal to discuss technical approaches, potential areas for cooperation, and VDC selection.

As a result of these interactions, AFSP and KISAN are scheduled to hold a joint project launch sponsored by the MOAD and MOHP in Kathmandu on July 23, 2013. In addition, the projects have agreed to present respective approaches and VDC selection criteria at each other's inception events. KISAN presented at AFSP's event in the far-western Dadeldura District and AFSP has been invited to KISAN's mid-western inception event. Final VDC selection and demarcation between the projects is expected to take place, hopefully, in August 2013. Due to the potential for conflict between projects and the potential difficulties over VDC selection, a great deal of KISAN effort has been aimed at coordination with AFSP.

## **PUBLIC-PRIVATE PARTNERSHIPS**

KISAN will be developing public private partnerships to support the efforts to achieve project objectives. During the first four months, this was not a high priority. However, the COP and the Public Private Partnership (PPP) manager have met with a range of initial stakeholders, such as the Poverty Alleviation Fund (PAF), where KISAN and PAF agreed to explore opportunities for collaboration in the overlapping districts. Areas for cooperation will include agriculture, WASH and nutrition capacity-building of PAF communities, and support for agriculture inputs, infrastructure such as multiple-use

water systems. Winrock has developed a draft Memorandum of Understanding (MOU), which is expected to be finalized during Year 2.

## **OTHER DONORS**

The KISAN team has made it a priority to identify and meet other donors and projects with opportunities for collaboration based on geographic placement and/or overlaps in the areas of work. The first round of meetings were held with the DfID-funded Rural Access Program (RAP) 3, the World Food Program, the DFID-funded SAMARTH program, the International Finance Corporation (IFC), and the European Union mission in Nepal.

## **PEACE CORPS**

Winrock has met with Peace Corps and discussed districts and VDCs where Peace Corps Volunteers will be located. KISAN will encourage PCVs to take part in KISAN trainings and share the KISAN training materials. KISAN hopes to use PCVs to assist in the development and promotion of village model kitchen garden promotion. When in the field, PCVs will be invited to join KISAN staff trainings, and other events that can complement KISAN activities. Depending on the districts for Year 2, Winrock will work closely with Peace Corps to identify additional ways to integrate Peace Corps and KISAN training. A total of 25 PCVs are expected to be posted in KISAN districts in November 2013.

## **YEAR I ACTIVITIES**

Given that the KISAN calendar will follow the GON calendar, this first progress report summarizes the start-up activities, information on management issues, including administrative problems or problems with collaborating or implementing partners, including major challenges and constraints faced during the performance period.

## **MANAGEMENT AND ADMINISTRATION**

Winrock achieved the key goals for the five months of the project as per the set targets. During this reporting period, the priorities were conducting start up activities, hiring staff, setting up offices, and building relations with USAID/Nepal, GON, and other projects (described above). The Kathmandu and Nepalganj offices are fully operational with equipment from the EIG and NEAT projects. Office space has been secured and set up in Bardiya, Surkhet, Dailekh, Jajarkot, Dang, Salyan, Rukum, Rolpa, and Pyuthan. There are 58 staff working full time on the project. Three consultants have been fielded for specific inputs as required. During the initial months of the project, staff focused on preparing materials required by USAID/Nepal for approval of the staff, partners, and travel.

## MOBILIZING STAFF

During the first year of the project, key personnel and staff were hired to implement the project. During the past quarter, Winrock International (WI) provided USAID/Nepal with the CVs, 1,420 bio-data sheets, synopsis of the position, and a table summarizing the key information regarding the proposed staff. The originally proposed Agriculture Expert, Dr. Lakshman Pun, resigned for health reasons after signing a contract. Dr. Purushottam Mainali was then selected, approved by USAID/Nepal, and will join the office on July 1, 2013. District coordinators and other regional staff were hired and are in their respective districts. They have initiated dialogue with district and village development committees (VDC) GON authorities.

In addition to the 58 staff already on board, KISAN has identified and has signed contracts for an additional 10 staff, primarily field staff, will join the project in July 2013. Moreover, an additional need of 50 field staff has been identified and we expect that contract finalization will take place in August 2013. Table 1 presents current KISAN staff.

Table I:

## Current KISAN Staff

Name of Organization	Name of Staff	Designation	USAID/Nepal date of approval	Hire date	Remarks
Winrock International	William Collis	Chief of Party	22-Feb-13		
	Praveen Baidya	Business Contracts Director	22-Feb-13	3-Mar-13	
	Keshab Prasad Gautam	Finance and Administration Director	22-Feb-13	1-Mar-13	
	Binita Shrestha	Finance and Administration Officer	22-Feb-13	1-Mar-13	
	Mona Sharma	Public Private Partnership Manager	22-Feb-13	8-Apr-13	
	Amitendra Chaudhary	GIS Expert	22-Feb-13	5-Mar-13	
	Erin Hughes	Program Coordinator	22-Feb-13		
	Carolyn O'Donnell	M&E Specialist	22-Feb-13		
	Kevin Price	Operations Manager	22-Feb-13		
	Judy Vance	Administrative Assistant	22-Feb-13		
	Jeff Apigian	Value Chain Expert	22-Feb-13		
	Ajaya Nanda Bajracharya	Agricultural Marketing Manager	28-Mar-13	28-Mar-13	Joined CEAPRED
	Rabindra Das Patel	Change Agent Training Manager	28-Mar-13	1-Apr-13	

Table I:

## Current KISAN Staff

Name of Organization	Name of Staff	Designation	USAID/Nepal date of approval	Hire date	Remarks
	Uttam Dhakal	Capacity Building and Training Manager	28-Mar-13	4-Apr-13	
	Hari Narayan Chaudhary	Accountant/Procurement Associate	28-Mar-13	12-Mar-13	
	Ashok Kumar Thakuri	Senior Driver		1-Mar-13	
	Dropati (Sabitri) Pant	Office Cleaner/Tea Person		1-Mar-13	
	Manoj Kumar Rai	Messenger/Office Assistant		1-Mar-13	
	Sanu Magarati	Receptionist/Administrative Assistant		13-Mar-13	
	Manohar Singh Sodi	Driver		5-Apr-13	
	Prakash Chandra Bhatt	Finance/Admin Officer (Regional Office Manager)	22-Apr-13	9-Apr-13	
	Khagendra Bahadur Thapa	Assistant Finance/Admin Officer	22-Apr-13	1-May-13	
	Om Prakash Tharu	Peon/Messenger		1-May-13	
	Zarin Amatya Pradhan	M&E Coordinator	1-May-13	2-May-13	
	Diwakar Dawadi	District Coordinator	1-May-13	30-May-13	
	Janardan Nepal	District Coordinator	1-May-13	3-Jun-13	
	Suniti Bajracharya	Executive Assistant / HR Assistant Officer	16-May-13	27-May-13	

Table I:

## Current KISAN Staff

Name of Organization	Name of Staff	Designation	USAID/Nepal date of approval	Hire date	Remarks
	Upendra Pradhan	Consultant	16-May-13	8-Jul-13	
	Rajendra Shahu	Agricultural Marketing Manager	20-May-13	1-Jul-13	
	James Litsinger	Consultant	20-May-13		
	Nabaraj Neupane	Agriculture Project Officer	20-May-13	3-Jun-13	
	Raj Kumar Amatya	Business Development Service Officer	20-May-13	3-Jun-13	
	Shiva Narayan Shah	District Coordinator	22-May-13	1-Jul-13	
	Badri Prasad Yadav	District Coordinator	22-May-13	1-Jul-13	
	Suman Raj Kolachayapati	District Coordinator	22-May-13		
	Niranjana Gurung	District Coordinator	22-May-13	2-Jul-13	
	Menu Kumar Shrestha	District Coordinator	22-May-13	2-Jul-13	
	Laxmi Tiwari	District Coordinator	22-May-13	1-Jul-13	
	Praveen Singh	District Coordinator	22-May-13	30-Jun-13	
	Dipak Kafle	District Coordinator	5-Jun-13	1-Jul-13	
	Prem Prasad Bhattarai	District Coordinator	12-Jun-13	1-Jul-13	
<b>CEAPRED</b>					
	Lakshman Pun		19-Mar-13		Not joining
	Nirmal Aryal	Admin and Finance Manager	19-Mar-13		

Table I:

## Current KISAN Staff

Name of Organization	Name of Staff	Designation	USAID/Nepal date of approval	Hire date	Remarks
	Virendra Upraity	Agriculture Production/Regional Manager	22-Apr-13		
	Ajaya Nanda Bajracharya	Sustainable Agriculture Production/ Senior Regional Manager	20-May-13		
	Harish Chandra Devkota	Agriculture Input Supply Manager	20-May-13		
	Purushottam P. Mainali	Agriculture Specialist/ Deputy Chief of Party – Agriculture Component	5-Jun-13		
<b>NPCS</b>					
	Kalpana Tiwari	Nutrition Expert	19-Mar-13		Has left.
	Deepak Bajracharya	Admin./Finance Officer	1-May-13		
	Sumi Maskey	Regional Program Officer- Nutrition	5-Jul-13		
<b>NEWAH</b>					
	Chandra Thapa	WASH Manager	22-Apr-13		
	Umesh Pandey	Director	12-Jun-13		
	Santosh Kumar Basnet	Technical Division Manager	12-Jun-13		
	Himalaya Panthi	Social Development Manager	12-Jun-13		

Table I:

## Current KISAN Staff

Name of Organization	Name of Staff	Designation	USAID/Nepal date of approval	Hire date	Remarks
	Krishna Mani Adhikary	Finance Manager	12-Jun-13		
DEPROSC					
	Vrigu Rishi Duwadi	Head Office Short Term Expert	16-May-13		
	Maitrai Sharma	Cooperative and Savings Coordinator	16-May-13	22-May-13	
	Matrika Bhandari	Accountant	16-May-13	20-Jun-13	
	Amit Duwadi	Regional Finance Officer	16-May-13	20-Jun-13	



**Challenges and how they were handled**

Our proposed Agriculture Expert, Dr. Lakshman Pun, faced health problems and was not able to join the project. Instead, CEAPRED was able to hire Dr. Purushottam Mainali, who was approved by USAID/Nepal.

Given the changes in Component B, it was mutually decided that Kalpana Tiwari was not the best fit to lead the new Component B. We have identified alternative candidates. We and USAID/Nepal are awaiting the outcome of the modification proposal before finalizing that selection. KISAN has designated a Nutrition Manager and Regional Nutrition Advisor; both of whom are based in the regional office at Nepalgunj.

**OFFICE LEASE**

Winrock retained the EIG office to use as the KISAN Kathmandu office. Significant renovations have provided additional space. As of May 2013, the KISAN Regional Office in Nepalgunj has been completely staffed and fully equipped. The Regional Office Manager and WASH Coordinator are based in the Nepalgunj office and have assisted KISAN partners to select the district offices. Winrock identified and will manage offices in Banke, Bardiya, Salyan, and Dang. CEAPRED has identified and will manage offices in Surkhet and Rolpa. Nutrition Promotion and Consultancy Services (NPCS) has identified and will manage the office in Dailekh. DEPROSC has identified and will manage the office in Pyuthan. NEWAH has identified and will manage the offices in Rukum and Jajarkot. All district offices have been selected in accordance with WI leasing policies.

No challenges were encountered.

**ADMINISTRATIVE**

Winrock developed a KISAN Project Policy (including standardized per diem rate) based on the contract and USAID/Nepal policies. Some of the details continue to be negotiated with the partners to ensure that the policy is uniform among all KISAN staff.

**Challenges and how they were handled:** Each organization has its approved per diem rate and has its own policy, which makes it challenging to have them modify their policy to conform to KISAN and USAID/Nepal policies. WI is negotiating with partners and expects to come to an agreement in July.

**PROCUREMENT**

In April 2013, Winrock sent Procurement Officer Erin Watson to work with the KISAN team to develop a procurement plan. An initial plan was submitted to USAID/Nepal and the final plan was submitted in June 2013. Winrock inherited furniture, laptops and electronic in April, 2013 equipment, generators and other items from USAID/Nepal EIG and NEAT Projects. These items are now being used in the Kathmandu and Nepalgunj offices.

**Challenges and how they were handled:** Many of the items inherited from the NEAT Project will not be available until the end of August.

## START-UP MEETINGS

During the first five months, program staff conducted meetings with USAID/Nepal/Nepal, GON, USAID/Nepal/Nepal partner organizations, FTF partners, and other donors. Most of these meetings are described in the section describing collaboration above. The first partners' meeting was held at CEAPRED on March 14, 2013. All partners, along with USAID/Nepal, had the opportunity to meet the subcontractors. All participants learned about KISAN objectives, the project context, next steps in the start-up phase, and Winrock's expectations for the project over the next several months. A second partners' meeting was held on April 8, 2013 in the KISAN office, and a third one at the DEPROSC office on May 7, 2013. Subsequent meetings have been put on hold in view of the need to prioritize staff attention to respond to the two USAID/Nepal amendments. The next partners' meeting is scheduled to be held in late July.

**Challenges and how they were handled:** Staff in the GON, new to their positions, were not fully briefed on the KISAN Project. USAID/Nepal and Winrock had to conduct multiple meetings with the Ministry of Agriculture and Health to get them up to speed on the project.

## CONTRACT DELIVERABLES

One of the main tasks during startup was writing and submitting key contract deliverables. Winrock finalized and submitted the Management Plan, Life of Project Implementation (LOPIM), Procurement Plan, Outreach and Communications Plan, Monitoring and Evaluation Plan (M&E), Monthly Reports, Financial Reports, and Quarterly Progress Reports as per the scheduled submission deadlines as indicated in Table 2.

Winrock responded to comments on the Management Plan and it was approved on April 18, 2013. Winrock received USAID/Nepal's comments to the LOPIM on June 27, and will integrate those suggestions once agreement is reached between USAID/Nepal and Winrock on the modifications.

Winrock is awaiting comments on the other submitted documents.

The Annual Work Plan (AWP) was on track, ready for submission on June 10. However, Winrock received a request for proposal modifications and amendment from the COR on 5 June. Changes in the modification include different indicators, a different approach to Component B, a modified cost estimates, and changing the KISAN calendar among other items. Consequently, Winrock deferred submission of the AWP, as requested by USAID/Nepal, to allow discussions until the modification and amendment is finalized. The contract deliverables have been affected by the modification. Table 2 summarizes the status of the deliverables.

TABLE 2. Contract Deliverables

Deliverable Documentation	Dates Submitted	Status
Management Plan	March 31, 2013 Revised and resubmitted April 7, 2013	Approved April 18, 2013
Life of Project Implementation Plan	May 17, 2013	Submitted  Received comments from USAID/Nepal on June 27, 2013; need finalize details based on the final approach as per the modification document before the second draft is submitted.
Procurement Plan	April 29, 2013 Revised and resubmitted May 30, 2013	Awaiting Approval
Monitoring and Evaluation Plan	June 5, 2013	Received comments on July 9, 2013; need to have indicators finalized in the modification before the second draft is submitted.
Annual Work Plan	Originally due June 10, 2013, requested by USAID/Nepal to hold off submission	Awaiting final contract modification approval
Outreach and Communications Plan	Originally due June 10, 2013 as part of workplan; Submitted June 27	Awaiting approval
Environment Mitigation and Management Plan	Originally due June 10, 2013 as part of workplan	Will submit with AWP
Monthly Reports	March 31, April 30, May 31, June 30	Final monthly report to be submitted in July

TABLE 2. Contract Deliverables

Deliverable Documentation	Dates Submitted	Status
Quarterly Progress Reports	Two for Year I:  Submitted April 30 for First Quarter  This Annual Report is submitted in lieu of the Second Quarterly Report	Received acknowledgement of receipt from USAID/Nepal
Grants Under Contracts	August 14, 2013	In progress
Security Report	August 14, 2013	In progress

## PARTNER SUB-CONTRACTS

Winrock developed contracts and scopes of work for each of the subcontractors along with negotiation memos for each subcontract. The documents were submitted to USAID/Nepal for approval. Winrock's awards manager, Kimberly Dixon traveled to Nepal in April, 2013 to meet with each partner, work on their contracts, and provide them training about contractual matters under KISAN. Upon receiving approval from USAID/Nepal/Nepal, Winrock finalized and shared subcontracts with the partners. The subcontracts are for the life of the project, but Winrock has currently only obligated the first four months of their budget to the subcontractors. Project staff have worked closely to develop detailed, one year (through September 30, 2013) implementations plans, scopes of work, and budgets. Due to start up delays in the changes in project design, WI will extend the Year I contracts

## FIELD ACTIVITIES

By June 2013, district coordinators and other regional staff assumed positions in Dang, Bardiya, Rolpa, Salyan, Rukum, and Banke districts, and initiated dialogue with agriculture, nutrition, and sanitation GON authorities at district and village development committee (VDC) levels. The teams have made a number of site visits in the far-west and mid-west districts in preparation for field activities. Staff will begin activities in all remaining mid-west districts July 2013 once the remaining staff are hired. Agriculture field interventions are being planned in close coordination with other FtF projects, CSISA and IL, as appropriate. The result of these meeting is an agreement with IPM IL to use their research sites for training and exposure of KISAN farmers and to develop a joint plan on expanding IPM and IPM inputs in the region. KISAN field staff is working with CSISA to guide the types of trials and where trials will be

conducted. Again, KISAN will work with CSISA, using successful trials and successful CSISA farmers for training and exposure visits.

- Staff met with private sector seed production and marketing companies, market centers, vegetable wholesale markets and traders, agrovets, government agriculture offices and research facilities. Field staff oriented key officials about the KISAN project, and are collecting basic information to inform the agriculture team on district-specific needs and as part of the district and regional assessments
- Staff collected secondary data on land, population, irrigation availability to understand the agricultural potential and nutrition standing of each Year I district. They identified proven crop varieties in each district and assessed the number of lentil and rice seed growers in Banke and Bardiya.
- Moreover, to establish a basis for field activities, the DCs in the ten Year I districts have also identified and listed AMPC/CC, as well as, the various Community Agriculture Facilitators and local service providers.
- Regional staff have identified vegetable wholesalers and retail traders, and listed registered cooperatives and micro finance institutions.
- Component A staff have categorized agriculture related NGOs, agriculture service centers, and agriculture contact center points.
- The possibility of small scale mechanization in the hill and terai districts has also been discussed.
- Although Component B details and implementation approach remains to be finalized, staff initiated preliminary screening to facilitate component activities. Staff have listed out primary health centers and health posts, and collecting pregnancy-related information.

## **KISAN PROJECT AMENDMENT AND MODIFICATION**

Winrock received a request for proposal modifications on June 5, 2013 followed up by another amendment responding to Winrock's questions of June 28, 2013. As mentioned, the documents from the contracts office requested WI to design a baseline (which was later canceled) to develop a proposal to adopt and work through the Government of Nepal to achieve the nutrition, sanitation and WASH objectives, and the amendment suggested different indicators than those stated in the contract. USAID/Nepal also requested KISAN to adopt the GON year, and begin activities July 1 and end activities June 30. This amendment was preceded with discussions between the Chief of Party and various individuals in the mission requesting KISAN make adjustment in their approach.

After receiving the June 5th request for proposal modifications, Winrock had several meetings with USAID/Nepal colleagues seeking clarification.

The KISAN M&E team, including the COP, met with USAID/Nepal indicator and baseline team (Navin Hada, Amy Prevatt, Evan Meyer) on June 10.

On June 12, this discussion was extended and involved senior Winrock personnel including Vice President Ron Hubbard, KISAN Contracts Officer Kimberly Dixon, KISAN Program Officer Erin Hughes, and the Kathmandu based KISAN COP and Contract Manager. They spoke with the USAID/Nepal acting CO and a number of senior USAID/Nepal SEED personnel (Martha Aponte, John Stamm, Tahalia Barret, Navin Hada and Ram Gurung). A major suggestion of this meeting was that Winrock submit a formal list of questions in response USAID/Nepal's modification request. Those questions were submitted on 14 June, 2013 and Winrock received USAID/Nepal's responses to the modification questions on 28 June, 2013.

On June 14 the KISAN Nutrition team including senior NPCS personnel, the COP and others met with USAID/Nepal health and nutrition team that included Tahalia Baret, Navin Hada, Debendra Adhikari and Hari Koirala. The suggested modifications and the issues raised in it have caused a recess in project planning and project implementation particularly as it applies to Component B.

Winrock submitted official questions regarding the request for modifications on June 14. Winrock home office requested a meeting with USAID/Nepal to clarify communications.

Winrock submitted the proposal modification on July 15 and is awaiting response from USAID/Nepal.

## **CROSS CUTTING ACTIVITIES**

These activities are yet to begin along with the activities towards the seven outputs in Component A and B. Outlined below, however, are summaries of activities to be carried out under each heading.

## **BUILDING THE CAPACITY OF LOCAL ORGANIZATIONS**

KISAN will build the capacity of local organizations to effectively and responsibly manage USAID/Nepal-funded food security activities. The Organizational Training Coordinator (OTC) will work with Winrock Home Office Contracts, and Finance and Accounting teams to develop requests for expressions of interest (REOI) to be posted to which any organization seeking capacity building support can apply. Winrock home office staff will help define the criteria used to evaluate the EOIs and select organizations. One criterion will be the organizations willingness to contribute funds and time to building their capacity. Based on the evaluation criteria, Winrock will select five organizations that will be mentored to improve their readiness to manage USAID/Nepal projects. Selected organizations will conduct a self-evaluation and Winrock will also engage a local firm to assess each organization, using the Organizational Capacity Tool (OCAT) framework. The Organizational Training Coordinator (OTC) will sit with each organization to review their assessment, pinpoint specific training needs, and develop a custom-tailored training plan.

## SECURITY ISSUES

There have been several strikes in Nepal this year. There was political unrest in early May stemming from the opposition against the appointment of the Chief of Commission for the Investigation for Abuse of Authority. Two national strikes were scheduled, but were called off without incident. Several political strikes held in Kathmandu required the KISAN staff to cut meetings short and rearrange meetings. Besides the inconvenience, it did not impair the progress of the project. The floods in the far west of the country in late June have wreaked havoc in communities in the districts there. KISAN is yet to initiate activities there so this has not impacted the project.

As part of the monthly IP COP meetings the Carter Center provides security and a political brief.

## ENVIRONMENTAL IMPACT

Winrock has prepared the Environmental Mitigation and Monitoring Plan (EMMP) and will submit the first draft to USAID/Nepal with the first work plan. As part of KISAN's Initial Environmental Examination (IEE), the project will develop an evaluation of programs through a Pesticide Evaluation Report and Safe Use Action Plan (PERSUAP) that outlines currently used agrochemicals, or those that may be used in the future.

### *Pesticide Evaluation Report and Safe Use Action Plan*

As part of KISAN's Initial Environmental Examination (IEE), the project will develop an evaluation of programs through a Pesticide Evaluation Report and Safe Use Action Plan (PERSUAP) that outlines currently used agrochemicals, or those that may be used in the future. In June, Winrock fielded pesticide expert Dr. James Litsinger to produce a PERSUAP that serves as an action plan to ensure safe and economic agrochemical use for activities supported by KISAN for cereal crop production (rice, maize, pulses) and high value agriculture including but not limited to, sweet peppers, cauliflower, tomatoes, green beans, apples, goats, poultry.

In the course of the three week assignment, Dr. Litsinger met with various GON departments of agriculture and livestock including Plant Protection Directorate/IPM Manager in Kathmandu and Neplagunj, and visited some field sites. He met the IL/IDE project representative, as well as agrovets, scientists, subject matter specialists, and private sector wholesalers to understand the current pesticides available in the market. Dr. Litsinger discussed the key issues identified with representatives at USAID/Nepal on June 28. Upon completion of the assignment, KISAN will present his findings and action plans to USAID/Nepal, as well as, important public (such as the Pesticide Regulatory Body of the Government) and private stakeholders related to pesticide usage in Nepal.

## ANNUAL INTERNSHIP REPORT

Currently, KISAN has no interns involved in the project. Therefore, there is no internship report to submit at this time. Once the modification is finalized, KISAN will bring on interns and provide USAID internship reports in future reports.

## **CONSULTANTS, SHORT TERM TECHNICAL ASSISTANCE**

There have been three focused short term technical assistance activities over these initial few months.

Home office Project Coordinator, Erin Hughes, traveled to Nepal to support the COP and start-up activities. Kimberley Dixon and Erin Watson traveled to work on the KISAN project in April to work on contracts and procurement respectively. Similarly, PERSUAP expert Dr. James Litsinger arrived in Nepal June 23, 2013 and will remain until July 11, 2013. Trip reports are found in Annex I.

### ***Start-up Support***

Home office Project Coordinator Erin Hughes initiated key meetings, including briefings with USAID/Nepal, and informal meetings with the GON Joint Secretary. She also briefed partners and provided guidance on next steps, and helped develop the materials required to submit approvals to USAID/Nepal for partners and staff; provided basic training to new staff on creating the work plan, assisted in early meetings with Peace Corps/Nepal, and shared materials developed under the EIG program.

### ***Procurement Trainings***

Winrock's Procurement Officer, Erin Watson, travelled to Kathmandu to provide training to KISAN partners on how to develop Procurement Plans, and how to procure equipment as per USAID/Nepal regulations. A half day joint training was conducted at the KISAN office, followed up with separate one-on-one meetings at all five partner offices. She helped each partner develop their procurement plan and procurement procedures.

### ***Contracts Trainings***

Winrock's Contracts Manager, Kimberley Dixon, and Contracts Officer, Melanie Berman, travelled to Kathmandu to provide contracts training to Winrock field staff and partners' staff. KISAN covered Ms. Dixon's travel while Winrock covered their time and Melanie Berman's travel expenses. A half day joint-training was conducted at the KISAN office, where they walked through the contract and emphasized key FARS and AIDARS. The contract specialists then worked with each partner to address specific questions and review best management practices.

### ***PERSUAP Consultant***

Expert Dr. James Litsinger traveled to Nepal to conduct assessment and analysis for a PERSUAP report in late June. His assignment, completed in July, will be reported in the next report.

## **WINDOWS OF OPPORTUNITY AND GRANTS**

Winrock will use the Grants under Contract, Windows of Opportunity, to support activities that build the capacity of research organizations (Output 5) and other activities for which there are no other sources of funds and which promote project objectives. Following the startup activities in Y1, during Year 2, Winrock will develop a research Request for Proposals (RFP) to solicit proposals for



multidisciplinary research teams to assess issues affecting agriculture and food security in Nepal, or for eligible organizations to initiate and implement activities that contribute to the KISAN outputs. Winrock will manage the team and help build their capacity thereby building the technical capacity of research institutions. Staff will identify other activities that may require funding through a grant. At a minimum, grants will be used for participant training for marginalized groups; for leadership development; for refinement of locally-developed technologies and innovations through linkages with NARC and Nepali universities; for scaling-up change agent and market actor efforts; and as seed funding for broad-based public-private alliances. Winrock requests a waiver from the USAID/Nepal/Contracting Officer's Representative (COR) for Year I as we have not spent \$100,000 on grants as the contract stipulates.

## QUANTITATIVE MONITORING AND EVALUATION

KISAN's draft Monitoring and Evaluation (M&E) plan was submitted on June 5, 2013. The M&E Plan is a guideline for tracking and monitoring progress toward the overall goal, as well as the intermediate results of the project. The plan provides an overview of the results framework; a list of indicators that is used to track progress with detailed definitions; instructions for data sources, collection, quality and targets; roles and responsibilities for M&E among KISAN staff; and reporting requirements for KISAN to and USAID/Nepal/Nepal.

The M&E plan is designed to track KISAN indicators, dividing responsibilities for measuring and entering information in the management information system between the USAID/Nepal M&E contractor and the implementing partners. The KISAN team is developing the data collection tools which will include simple sheets that allow the partners to interview and collect data. Several different draft data collection sheets are developed such as:

1. KISAN Recipient Household Intake Form
2. KISAN Group Form
3. KISAN Training and Attendance Form
4. KISAN Partners and Organization Form
5. KISAN Change Agent Form
6. KISAN Construction tracking Form
7. KISAN Demonstration Farm/Plot Form
8. KISAN Leverage Form

These data collection forms will be pretested with a focal group of farmers in Banke district, and will be sent to USAID/Nepal for approval along with revised project monitoring plans (PMPs). USAID/Nepal has provided the valuable feedbacks and comments on PMP. KISAN M&E will incorporate the suggestions and feedbacks in the revised PMP.

A database consultant has been recruited, employed and is working closely with the M&E team to develop KISAN online Monitoring system (WIKISAN: Web Interactive).

## **ANTICIPATED FUTURE PROBLEMS, DELAYS, CONDITIONS, AND CONSTRAINTS THAT MAY ADVERSELY AFFECT THE IMPACT OF THE PROGRAM**

Winrock expects the program to be delayed in the next year due to changes in the contract. The need to align Component B activities in detail with GON and to synchronize project locations to avoid overlap with AFSP VDCs in districts where the two projects overlap has also slowed project implementation. Delays with AFSP are attributed to the fact they are just beginning their work and there is fair amount of time is spent negotiating with DADOs over VDC selection. In addition, the COP and senior staff have spent a great deal of time building relationships with the government of Nepal, AFSP, and working closely with USAID/Nepal. For example, Winrock hoped to begin field activities in the VDCs this summer. However, given the changes in the modification, should the amendment and modification be finalized by August, the delays should not have long term impact in achieving project results.

## **PROSPECTS FOR NEXT YEAR'S PERFORMANCE**

During these initial five months, the KISAN team focused on start-up activities, life of project planning for contract deliverables, and activity planning for Year 2. There have been a number of discussions and meetings between the KISAN and USAID/Nepal teams about modifications to the KISAN contract, particularly about the Component B approach. USAID/Nepal has suggested amendments to the contract in two separate rounds, and KISAN has responded to all USAID/Nepal suggestions for modification in the first amendment, and is working to address those in the second one, due 15 July. This includes developing two separate alternatives for Component B implementation.

Moreover, KISAN is also conducting continual discussions with the Agriculture and Food Security Project (AFSP) to plan for alignment between the two projects in overlapping districts. The KISAN team has resumed planning for the Year 2 Annual Work Plan taking recent contract modifications into account. These activities and developments have laid the foundation to begin KISAN activities at the field level in the year ahead. We expect to complete all activities at VDC level as planned for both components. Preparatory activities have begun in the ten mid-west districts, and will intensify in July 2013, with output-related activities in August and September. Once activities are underway in the ten mid-west districts, KISAN expects that other activities will begin in the remaining ten districts of the far-west and west with VDC selection completed in August-September 2013 and staffing in August-September 2013. Office selection for the final ten districts will be completed in December 2013-January 2014, and staffing by December 2013-February 2014.

During year two, (July 1 2013- June 30 2014) staff plans to formally launch the project, conduct inception workshops, conduct staff training, and begin implementing activities in the ten mid-west districts by September 2013. KISAN will establish offices in the remaining ten districts of the far-west and west by February 2014.

## **ANNEX I CONSULTANT/STTA TRIP REPORTS**

### **Trip Report**

**Traveler:** Erin Hughes

**Dates of Trip:** February 28, 2013 – March 24, 2013

**Places Visited:** Kathmandu, Nepal

#### **1. Purpose of the trip**

To assist with start-up activities. This included going over the contract and the concept of KISAN project with the COP and Director of Business Contracts. During the trip, I introduced the COP to key partners and staff. Key meetings were conducted, including the briefing with USAID/Nepal, informal meeting with the GON Joint Secretary, briefed partners on next steps and provided guidance on next steps. Co-facilitated the first KISAN partners meeting.

#### **2. Outcome of Visit**

During the trip, I helped develop the materials required to submit approvals to USAID/Nepal for partners and staff; provided basic training to new staff on creating the work plan; established relations with Peace Corps/Nepal and shared materials developed under the EIG program.

#### **3. Recommendations**

During start up, there is a tremendous amount of work. I recommend that we continue to hire more staff and identify additional staff that we need to bring on. We need to work with partners to bring on individuals that can contribute to the team. I recommend some of the EIG staff be deployed to the field to help find office space and identify staff to serve as district coordinators. Rabindra Patel would be well suited for this. Winrock can proceed with setting up our district offices. Our head accountant needs to travel to Nepalgunj and work with me to set up the Nepalgunj bank account.

For procurement, we need to identify what items we can acquire from NEAT, then finalize KISAN's Year I procurement plan. We need to prepare for the two additional home office staff to travel to the field (procurement officer and awards manager).

Winrock's home office staff should continue to provide support during start up and help with the deliverables as the field staff focus on hiring staff and setting up the offices.

## **Trip Report**

**Traveler:** Kimberly Dixon

**Dates of Trip:** April 19, 2013 – May 1, 2013

**Places Visited:** Kathmandu, Nepal

### **1. Purpose of the trip**

To assist with startup activities specifically to review the subcontracts with organizations.

### **2. Outcome of Visit**

During the trip, we met the subcontractors as a group to go over the origin of the rules and the difference between Assistance and Acquisition. Then individual meetings were held with their senior management to review all of the terms and conditions included in their recently signed subcontracts.

### **3. Recommendations**

We will need to continue conversations with the subcontractor staff to ensure their understanding and compliance. The subcontractors will need significant support in financial and organizational management. Most have great technical and field experience, but are going through the normal growing pains involved with expanding their donor base and increasing their project budgets. Although all are audited on an annual basis, none have an indirect rate audit that would support their core organizational costs. In order for them to move to the next level of organizational development, they will need technical assistance to support their growing infrastructure and compliance with donor terms and conditions.

Winrock was fortunate to have so many returning employees from the previous project, however, more staff members are needed to help with the mobilization of this project. Winrock will also need to expand the KISAN infrastructure to support the ambitious project deliverables.

## **Trip Report**

**Traveler:** James Litzinger

**Dates of Trip:** June 23, 2013 – July 11, 2013

**Places Visited:** Kathmandu, Nepal

### **1. Purpose of the trip**

Review of the agricultural pesticide sector regarding the safety and appropriateness of approving 35 insecticides, fungicides, bactericides, and nematicides for the KISAN project to recommend to farmers growing rice, maize, lentil and vegetables.

### **2. Outcome of Visit**

The pesticide Evaluation Report has assessed the pesticide management capacity of Nepal including its rules and regulations, and presented a Safer Use Action Plan. Because of the many problems among farmers' lack of knowledge on how to handle these products safely, the main criterion for approval was the toxicity of the pesticides to people. The United States Environmental Protection Agency (EPA) and the World Health Organization have determined the toxicity level of pesticides and they fall into four categories: very toxic, moderately toxic, slightly toxic, and practically non-toxic. Only pesticides approved by the GON will be recommended. The EPA also has determined what protective clothing and equipment farmers should wear while applying pesticides and based on experience elsewhere it is very difficult for farmers to wear much protective clothing. In the tropics, farmers find it very uncomfortable to wear full body protection including face masks, rubber gloves, rubber boots, and water repellant aprons. Therefore, for the farmers' protection 18 of the pesticides were rejected for use in KISAN training programs. For those pesticides that were recommended, farmers only need to wear long-sleeved shirts and pants and shoes and a waterproof apron. On the other hand, nine safer pesticides, which are not currently registered in Nepal, are listed hoping that they will be soon.

### **3. Recommendations**

The PERSUAP will indicate in Safer Use Action Plan that KISAN embark on a training program for all that will join in its agricultural production programs that farmers be more knowledgeable about the hazards of pesticides and how to use them effectively and safely. A component of KISAN will be to link with IPM-IL who has been engaged in research to replace many of the pesticides with biologically based organisms such as beneficial fungi and bacteria. Many of these are being produced in India and can be imported and 8 are being recommended. Farmers who learn to use pesticides more effectively will be able to harvest and earn more.